

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 21-014 SECRETARY

VACANCIES: At present, one vacancy exists with Jefferson County Sheriff's Department and one vacancy exists with Indian River Central School. This list may be used to fill vacancies as they occur within the Jefferson County Civil Service Division. (County Departments, Towns, Schools, Villages, Special Districts and Jefferson Community College)

SALARY: \$17.50/hr. (Sheriff's Department)
 \$23.74/hr. (Indian River Central School)

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. Preference in appointment may be given to candidates who have been legal residents of the appointing jurisdiction for at least one month prior to the date of certification of eligibles and must be a resident of such jurisdiction at time of appointment.

LAST FILING DATE: July 30, 2021

EXAMINATION DATE: September 18, 2021

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

A. Graduation from a regionally accredited or New York State college or business school with an associate's degree in Secretarial Science or a closely related field and one year of clerical experience which involved the operation of a computer for word processing, database or spreadsheet applications; OR

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

B. Graduation from high school or possession of a high school equivalency diploma and three years of experience as defined in (A); OR

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Prepares correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral records or data from various equipment as the source of material;
Composes and prepares correspondence on matters where policies and procedures are well defined;
Maintains and updates database/spreadsheet records on a personal computer;
Screens callers or visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate;
Establishes and maintains confidential and general office files;
Explains established program policies and procedures to the general public/clients and obtains routine information for program purposes;
Receives sorts and distributes incoming mail;
Checks, codes and processes requisitions, claims and bills;
Prepares and maintains financial, statistical and personnel records;
Monitors and tracks status of program activities;
Orders supplies and materials;
Collects and gathers information to be used as a basis for reports and memoranda and prepare summaries;
Transmits instructions from supervisor to staff and follows up to ensure deadlines are met;
Supervises subordinate clerical personnel;
Answers telephone and gives out information;
May schedule conferences, meetings and make travel arrangements;
Operates a personal computer, copier and other related peripheral office equipment.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Spelling

These questions test for the ability to spell words that are used in written business communications.

Grammar, Usage, Punctuation

The grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences.

Keyboarding Practices

These questions test for a knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In addition, you will be given a passage to proofread and asked questions about how to correct the errors in the passage.

Office Record Keeping

These questions evaluate your ability to perform common office record keeping tasks. The test consists of two or more “sets” of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

Office Practices

These questions test for knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists, and secretaries encounter in their work, as well as, knowledge of efficient and effective methods used to accomplish office tasks. The questions will cover such topics as planning work flow; setting priorities; dealing effectively with staff, visitors, and callers; filing and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

NOTE: Copies of the publication “*How to Take a Written Test*” and “*Guide to Taking the Written Test for Senior Stenographer/Senior Typist Series*” may be downloaded from the NYS Department of Civil Service website (<http://www.cs.state.ny.gov/testing/localtestguides.cfm>).

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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